

**CONFIDENTIAL**

**RESTRICTED**  
SECURITY INFORMATION

DEC 14 1953

Chief, Logistics Office

Acting Comptroller

Notice of Final Payment of Contracts and Leases

1. Reference is made to your memorandum dated 26 October 1953 regarding the above subject in which it is requested that the Fiscal and Finance Divisions furnish advice with respect to final settlement of contract and lease files of the Procurement and Real Estate and Construction Divisions in the manner indicated in the attached "Notice of Final Payment".

2. This is to advise that each Division will comply with your request upon receipt of a supply of final payment forms.



25X1

Attachment

TAS/DVB:kdm (9 December 1953)

Distribution:

- Orig. and 1 - Addressee
- 1 - Acting Comptroller
- 1 - Fiscal
- 1 - Finance
- 1 - TAS Chrono
- 1 - TAS Return ✓

25X1



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TRANSMITTAL SLIP

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(Date)

TO:

BUILDING

ROOM NO.

REMARKS:

Please note [redacted]  
Remarks - This may affect  
your certifying officers and  
you may prefer to have them  
advise logistics re: final  
payments instead of I.C.A.B. -  
will stop in later

*SVB*

FROM:

BUILDING

ROOM NO.

EXTENSION

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FREE

## ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

Chief of Logistics

NO.

DATE

JUL 26 1953

TO—	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1. Comptroller					
2. <i>TOS</i>					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

*1-14-53 Your info.*

*Action required to be determined.*

*OK with Fiscal 11/30/53*

*This is agreeable with Industrial Contract Audit Branch. However where site audits are performed the two Divisions concerned in Logistics are aware of approx. dates that fiscal payments are accomplished. where XG contracts are concerned, (Partic. when site audits are made) one should decide that Fiscal, or I.C.A.B., would report to avoid duplication of effort. Can't see the need for Logistics to have the figure representing "Total of Payments Made", because I.C.A.B. prepared a closing statement, in each instance, or such other notice as is required to cause the balance of funds obligated to be liquidated, but I have no objection to furnishing figure if necessary.*

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SECURITY INFORMATION

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Comptroller

Chief of Logistics

Notice of Final Payment on Contracts and Leases

1. We have experienced difficulty in the past in the administrative control of Contract and Lease Files, due to the fact that we do not have knowledge of the dates final payments are made, or of the totals of payments against contracts and leases.

2. This problem also is involved in application of the disposal schedule for records as approved by National Archives. This schedule states that Contract and Lease Files will be retired to a Records Center one year after final payment and disposal will be made eleven years after final payment.

3. In order properly to control Contract and Lease Files of the Procurement and Real Estate and Construction Divisions of this Office, it is requested that written notice of final payment be furnished these Divisions by Finance or Fiscal Division, as the case may be. This notice should also include final payment and settlement on contracts by the General Accounting Office where required under existing regulations.

4. Attached is a draft of a suggested form "Notice of Final Payment", which would furnish sufficient information to serve our needs.



25X1

JAMES A. GARRISON

1 Attachment:  
Draft of Form

LO/AS/GM:mal (21 October 1953)

Distribution:

- 2 - Addressee, w/a
- 1 - LO/Official File, w/a
- 1 - C/PD, w/a
- 1 - C/REAC, w/a
- 1 - Records Offices, w/a

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NOTICE OF FINAL PAYMENT

TO: Logistics Office, Procurement Division ( )  
Logistics Office, Real Estate and Construction Division ( )

Contract No. \_\_\_\_\_

Total of Payments Made \$ \_\_\_\_\_

Date of Final Payment \_\_\_\_\_

\_\_\_\_\_  
( ) Finance Division  
( ) Fiscal Division

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